



Richland County Business Service Center

2020 Hampton Street, Suite 1050
P.O. Box 192
Columbia, SC 29202

Phone: (803) 576-2287
Fax: (803) 576-2289
bsc@richlandcountysc.gov
www.richlandcountysc.gov/bsc

Checklist for Section 5 Businesses

This Checklist is designed for (1) construction contractors (2) physical located in the non-city areas of Richland County (3) performing work outside of Richland County.

- ☐ A **Section 5 Worksheet** has been completed.
 - The Section 5 Worksheet may be completed online as a spreadsheet or found online as a PDF document for printing.
 - The Section 5 Worksheet makes it easier for contractors to understand what revenues are qualified to receive a discounted rate, and how to report those revenues.
 - This Section 5 Worksheet also makes it easier to review submitted revenues and process business [license renewal applications more quickly](#).
- ☐ The only **revenues included** on the Section 5 Worksheet are revenues generated outside Richland County in cities or counties which do not have a business license requirement.
 - If the city or county has a business license requirement, a business license must be obtained from that jurisdiction and claimed as a deduction on the Richland County business license renewal application. Revenues from these cities or counties are not qualified to receive the discounted rate.
- ☐ The Section 5 Worksheet has been **submitted at the same time** as the business license renewal application.
 - *Not doing so will result in all revenues reported as subject to the discounted rate being disapproved.* The business license application will then be returned due to the payment being short.
- ☐ **Online** business license renewal applications must have the Section 5 Worksheet **e-mailed** to bsc@richlandcountysc.gov *within 24 hours* of the online payment to avoid delays and potential penalties.
- ☐ **Mailed** business license renewal applications must have the Section 5 Worksheet **mailed in the same envelope** as the renewal applications.

For more information: visit www.richlandcountysc.gov or e-mail bsc@richlandcountysc.gov,